

EasySiteWizard 6

User Guide

Introduction to EasySiteWizard

EasySiteWizard is a robust tool that allows you to quickly create customizable, professional-looking websites with no knowledge of HTML.

To access the EasySiteWizard application, select 'Site Builders' from the main menu, and then 'EasySiteWizard' from the Site Builders menu.

Tips for EasySiteWizard

- Clear your web browser's cache before using EasySiteWizard. This will ensure that everything will run smoothly while you build your site. As a general rule, clearing your cache periodically will ensure your web browser works smoothly all the time.

Browser compatibility with EasySiteWizard

EasySiteWizard contains advanced functionality that may not be compatible with older web browsers. The current version of EasySiteWizard is compatible with the following browser versions:

- Internet Explorer 6+
- Mozilla 1.6+
- Firefox 0.9+
- Netscape 7.1+

EasySiteWizard step descriptions

Below is a description of what information or tasks are performed during each step of the website editing or construction process. You may perform the Define it, Design it and Build it steps described below in any order you like; it is not necessary to do them in order, even when creating a brand-new website.

My Websites: If you already have one or more websites created by EasySiteWizard, This EasySiteWizard's 'starting point'; this is a management tool rather than a step in the actual website design process. Using the 'Delete', 'Clone', and 'New' buttons, you can remove an existing website, copy one of your sites for backup or editing purposes, or create a new website. If you wish to edit an existing website, click on the radio button beside the website you wish to edit, and click 'Next'. You can also jump straight to a specific step if you wish by clicking on the 'Define it', 'Design it', or 'Build it' buttons.

Please note: if you have reached your maximum limit for the number of websites you are allowed to build, the 'Clone' and 'New' buttons will not be displayed.

Creating or editing a website in EasySiteWizard is fast and easy. There are only three steps involved in creating a new web site: Define your site, Design your site, and Build your site.

Define your site: Enter contact information, company name, publishing location, and other basic information about your website. This is also where you may choose to create either a single or multi-page site. The single-page creation process is identical to the multi-page process.; There are only a very few features which can be exclusively accessed by a multi-page site.

Design your site: Choose a template for your website from the menu on the left-hand side. A preview image of the template you have selected is shown on the left.

Build your site: This step is where, through the page editor, you get to add, remove and modify buttons on your page, as well as create the content, including frame layout, text, links and pictures, for each page on your multi-page site.

WARNING: When you publish your website, EasySiteWizard will rewrite your index.html page if you already have one under the directory you are publishing to, and it will create several files and a new directory in your public directory. Be sure to backup important files before using EasySiteWizard.

Creating a new site

First you must access the EasySiteWizard application. In WebsiteOS, select 'Site Builders' from the main menu, and then 'EasySiteWizard' from the Site Builders menu. Click on the 'Begin' button, which will take you to the 'My Websites' page. To create a new site, click on the button labeled 'New'. If this button is not present, this means that you have reached your limit for the number of websites you are allowed to build; you must delete an existing website before you can build a new one. When you click on 'New', You will be taken to the first step of the website creation process. See Step 1: 'Define your site' for more details.

The EasySiteWizard tool bar

On the My Websites page and throughout all three steps of the EasySiteWizard creation process, the EasySiteWizard toolbar (shown below) is always visible at the top of the screen. All buttons shown are fully accessible whether you are creating a brand-new page or editing an existing one, no matter what step you are currently in.

Below is a detailed explanation of what clicking each button will do:

Button Name/Symbol	Description
Define your site	Takes you to Step 1: 'Define your site'
Design your site	Takes you to Step2: 'Design your site'
Build your site	Takes you to Step 3: 'Build your site'
My Websites	If you have more than one website available for editing, this button opens the list of available websites you have to choose from. This allows you to switch from editing one website to another.
Preview	This button pops up a window which allows you to preview the current state of your site, including any saved (but unpublished) revisions you have made.
Publish	This button publishes your website. If you were editing a website which already exists on your domain, then publishing will overwrite the current live version of the web site.
?	Opens online help files.
X	Closes the EasySiteWizard window.

Editing an EasySiteWizard site

First you must access the EasySiteWizard application. In WebsiteOS, select 'Site Builders' from the main menu, and then 'EasySiteWizard' from the Site Builders menu. After launching the 'EasySiteWizard' application in WebsiteOS, click on the 'Begin' button. You will be taken to the 'My Websites' screen, where you will choose which website you wish to edit. Click on 'next' to continue to Step 1; see Step 1: 'Define your site' for more details.

Please note: EasySiteWizard will remember any unpublished changes you make to a website between editing sessions, as long as you save your changes before closing the editing session.

Editing outside of EasySiteWizard

If you are an advanced user or are interested in learning more about HTML, you can use the File Manager to edit the pages created by EasySiteWizard. If you change the HTML generated by EasySiteWizard, you may break some aspects of your site. Since EasySiteWizard does not read site information directly from the published site, EasySiteWizard will not show the manual changes you have made to your website.

Please note: After manually editing an EasySiteWizard page, as long as you do not view or edit the version of the page stored in EasySiteWizard, publishing your site will not overwrite your manually edited pages.

Deleting an EasySiteWizard site

First, you must access the EasySiteWizard application. In WebsiteOS, select 'Site Builders' from the main menu, and then 'EasySiteWizard' from the Site Builders menu. After launching the 'EasySiteWizard' application in WebsiteOS, click on the 'Begin' button. You will be taken to the 'My Websites' screen. To delete a site, first select the website you wish to delete, then click on the 'Delete' button. Your website will be deleted.

Please note: *if you only have one website and you delete it, a new unpublished site will be created automatically; no content from this new site will be available on your domain unless you run through the website creation process and publish your site.*

Cloning an EasySiteWizard site

Cloning (copying) a site is a useful tool for making changes to your site without risking any permanent loss of your original site's material.

To make an exact copy of an entire website, select a website you have created in the 'My Websites' listing, and click on the 'Clone' button. This will create a copy of your site with the name 'Copy of' added before the original website's name. For example, if your site was called 'My Website', then the cloned site will be called 'Copy of My Website'. You can rename this website in Step 1: Define your site.

Now that you have successfully created a clone of one of your websites, you can edit and modify it just as you would any other website, without any risk of losing your original website's content or design scheme. Unless you modify the publishing location in Step 1 for this site, publishing your cloned site will overwrite your original website; however, since the original website is still listed in 'My Websites', re-publishing the original site will restore your content. This allows you to publish your updated website, and if necessary, revert your published website to its previous format.

Step 1: Define it

The 'Define it' step of EasySiteWizard allows you to enter specific information for your website. Fields that are displayed in red are required fields. You will not be able to continue to the next step if these fields are left blank.

Your name, company name, slogan, etc. will be displayed on your site in various places depending on the design you choose.

Your email address will be used to send an email to you, if you create a button on your site that automatically sends email.

The keywords and description you enter can increase the probability of appearing in search engine results. The information in these fields (also known as meta tags) will not be visible on your site, but it will be stored in a hidden part of your website that search engines check for information. Enter your keywords in a comma-separated list, and include words that apply to your website these are also known as *meta tags*. The keywords for your website should be short and descriptive. They will be used to categorize your site if a search engine lists your site. For more information on meta tags, see the section titled *Explanation of meta tags*.

Example:

Keywords - books, reading, read, library, list, children, kids, 10, ten

Description – A reading list for ten-year-old children.

In this step, you also select which type of web page you want to design: single or multi-page. If you select multi-page, then the 'Customize...' button will be visible. Clicking on this button brings up the 'Navigation setup' window, which displays the default pages and buttons which will appear on your multi-page site, and how they are linked together. You may customize this information by changing names, adding and removing pages and buttons, and changing button links. It is not necessary to customize this information immediately; you will have an opportunity to modify this information later.

Step 2: Design it

In this step, you need to select a template from which to build your site. The design template you choose will determine the colors and the overall look and feel of your website. The same EasySiteWizard page may look very different depending on the template you select.



You can view your EasySiteWizard design choices by scrolling through the designs on the left. If you do not find one to your liking, change the category in the drop-down menu and display other templates. Click on one of the designs to select it. The design you have selected will be displayed in the middle of the window.

Some templates support additional customization options. These templates are marked with additional icons (see example below).

As indicated above, each thumbnail displays one or more icons indicating different types of customizability. A full list of icons and their meaning is provided below.

Icons 	Meaning
	Over the top left corner of every thumbnail, a white number on a blue background is displayed. This number indicates the maximum number of navigation buttons which can be used with this template.
	This icon indicates that a template is available in different color tints. Selecting one of these templates will display a small color palette on the left-hand side of the page. Clicking on the colors lets you select which tint you want. A preview of the template in that tint will be shown.
	This icon indicates that template "variants" (alternate images) are available. When a template marked by this icon is selected, a drop-down list is displayed, indicating what Template variations are available.
	This icon indicates that a section of the template can have a custom image uploaded. Selecting a template marked with this icon will allow the user to upload a custom image. For the best appearance, custom images should conform to the dimensions specified in the upload interface.

Step 3: Build your site (PageEditor)

In the third and final step, 'Build your site', a full-scale version of your template is displayed*, and the PageEditor application is loaded. PageEditor will allow you to edit your website's content using a WYSIWYG (What You See Is What You Get) interface; it allows you to enter text or insert pictures into your website, set up the overall layout of your page, and lets you to configure the buttons* and hyperlinks on your site.

At the top of the window is a menu bar with formatting buttons. Click an area in the window and enter your content. You can enter text, upload an image or access the free image library and insert a picture from there.

You can save your information at any time by clicking on the file menu and selecting 'Save Page' or pressing Ctrl-S.

Please note: Features marked with an asterisk (*) are only available for multi-page websites.

PageEditor menu options and buttons

Once the page editor has loaded, you will see the toolbars depicted below. If you are creating or editing a single page website, then some of the features described and shown will not be available, as they are only applicable for multi-page sites. Features which are only available in multi-page mode are marked with an asterisk (*).

The PageEditor toolbar

The following menu options are available through the PageEditor toolbar:

Menu	Command	Shortcut	Description
File	New Page*		Creates a new page for editing. This page is not linked to any button on your website; see Navigation Setup for details on linking your new page to a button.
	Save current Page		Saves the current page content. You must save page content before editing a different page, or any changes you have made will be lost.
	Open another page*		Displays a menu of available pages to edit. Selecting a page from the menu loads that page into PageEditor.

Edit	Cut	CTRL+X	Cuts highlighted web content.
	Copy	CTRL+C	Copies highlighted web content.
	Paste	CTRL+V	Pastes content which was either cut or copied. The content is pasted at the insertion point you have selected.
	Undo	CTRL+Z	Undoes your previous action. The last 20 actions can be undone.
	Redo		Restores a previously undone action. Can restore up to 20 undone actions.
	Clear All		This command removes all web content from all frames currently displayed. A dialog box will pop up asking for confirmation that you wish to complete this action.
	Navigation Setup*		Opens the Navigation Setup window. See the Navigation Setup section for more details.
View	HTML Source		Allows you to view and edit the source code of the current page's web content. Selecting this menu option a second time returns you to the WYSIWYG editor.
Insert	Image...		Calls up the image insertion interface.
	SiteSparks...		Opens a list of SiteSparks which you can insert.
	Hyperlink...		After highlighting some text, selecting this command allows you to create a hyperlink. You can specify the URL and the target of the link (new window, same frame, top frame, other)
	Table...		Allows you to insert a table into your website. You can specify the formatting and the number of rows and columns in the interface which appears.
	Horizontal Line		Inserts a horizontal separator.
	Form		Allows you to insert a form. You can insert a standard form from the list, or create your own custom form by selecting the form components from the list which appears.

The following buttons are available through the PageEditor toolbar:

Picture	Description
	Font Name: Sets the type of font you wish to use.
	Font Size: Sets the font size (1-7).
	Color: Sets the font color.
	Bold: Sets the font to boldface .
	Italics: Sets the font to <i>italics</i> .
	Underline: Sets the font to <u>underline</u> .
	Align Left: Aligns text to the left.
	Center: Centers text.
	Align Right: Aligns text to the right.
	Justify: Justifies the text (makes the text flush with the left and right margins)
	Insert numbered list: allows you to create a numbered list.
	Insert Bulleted list: allows you to create a bulleted list.
	Insert table: this is the same as the "Table..." command found under the "Insert" menu.
	Image: This is the same as the "Image..." command found under the "Insert" menu.
	SiteSpark: This is the same as the "SiteSpark..." command found under the "Insert" menu.
	Undo: identical to the command found under the "Edit" menu with the same name.
	Redo: identical to the command found under the "Edit" menu with the same name.

Cut-and-paste into PageEditor

PageEditor supports cutting-and-pasting from a text editor into the WYSIWYG (What You See Is What You Get) PageEditor. You can also copy from the PageEditor into a text editor.

Entering text in PageEditor

Click in the area you want to insert text, and begin typing. You can format it using the formatting tools at the top of the page.

For a description of the buttons and menu commands available in PageEditor, see the section titled *PageEditor menu options and buttons*.

Using images with PageEditor

With page editor, you may build your own private library of images for use on your website. You can obtain images from two sources for your private library: The PageEditor's public free image library, and images you upload yourself.

Using your private image library

To access your private image library, simply click on the icon. A dialog box comes up, showing a list of images you have available in your private image library. If you have never used PageEditor before, this list will be empty. There are four buttons on this page. Below is a list of the names of these buttons, and the tasks they are intended for:

Free Images: Clicking this button opens PageEditor's public image library. From this window, you may search through the public library and add images to your private library. For more details, see Accessing the public image library below.

Refresh: newly added images will not appear in this list until you click this button. This task only needs to be performed once, until you add new images again.

Upload...: Clicking this button allows you to browse your hard drive and upload an image from your computer.

Preview: entering in the URL for an online image and clicking 'Preview' lets you see the image you have typed the address to, in order to verify you have entered the URL correctly.

Delete: Selecting a file name from the drop-down menu and clicking this button will delete that image from your private image library.

Cancel: clicking this button cancels this dialog box, making no changes.

Ok: After you have selected an image in your private library, clicking 'Ok' will insert the image into your website, at whatever location the cursor is currently located.

Accessing the public image library

You can access the public image library by clicking on the icon and selecting 'Free Images' in the window that comes up. The functions available in this window are described below:

Categories: this drop-down menu allows you to select what category of images you would like to browse through.

Search: enter in a keyword and press the [enter] key in order to perform a keyword search for the kind of picture you'd like to find.

'Next' and 'Previous links: These links let you browse between pages of images.

To get a larger view of an image, click on it. After viewing the larger image, if you wish to add it to your private library, click on 'ok'. If you want to go back to the list of images, click 'cancel'. Before adding an image to your private library, you may enter in your own name for the image, in the box labeled 'copy to my images as'.

Other image sources for your library

Several websites that allow you to use royalty-free images for personal use are:

<http://www.photoessentials.com>

<http://www.animfactory.com/>

<http://www.freeimages.co.uk/>

<http://www.clipart.com/>

<http://www.freegraphics.com/>

Navigation Setup

Please note: The features described in this section are only available for multi-page sites.

Buttons provide links to pages within your website or to other sites on the Internet. A logical set of buttons will make it much easier for people to find information on your site. In most of the EasySiteWizard templates, buttons will appear on the left side of your website or along the top of your website. The design you choose will determine the general appearance of your buttons.

If you are creating a new site, you will have some buttons on your page by default. To edit the button name, add new buttons, or designate button linkages, you need to access the 'Navigation Setup' window. There are two ways to do this:

1. By clicking on the 'Customize...' button in Step 1.
2. By clicking on the 'Navigation Setup' command in the 'Edit Menu' of the PageEditor (Step 3).

This will bring up a list of all buttons and pages on your site. This window is divided into three parts: 'select a button', 'select an action' and 'select a page'. An explanation of the functions available in each section is detailed below.

1. Select a button

A list of the buttons currently on your site is shown here.

To rename a button, select a button name from the list and enter in the new name in the box provided at the bottom of the page. When you click on a different button in the list, it will display the new name you entered.

To create a new button, click on the button called 'New Button'. A button called 'new button' will appear in the list. Click on it and rename it as described above.

If you wish to delete a button from the list, select that button in the list and click 'Delete Button'. The button is removed from the list and will not appear on your website.

2. Select an action

To indicate what should happen when a particular button is pressed, click on the button whose behaviour you wish to define and then select an option for the list. The actions available are:

Go to selected page: Sends the user to the page indicated in 'select a page'.

Go to my home page: Returns the user to the website's default home page.

Go to my online store: Opens your EasyStoreMaker or EasyStoreMaker Pro store, if you have one set up.

Go to my appointment schedule: Opens your appointment schedule, if you have set one up using the Appointment Scheduler application.

Go to my blog: Opens your blog, if you have set up a blog using the Easy Blog Builder application.

Send me an email: Allows the customer to send you an email. The address it is sent to is the same as the one you entered in 'Step 1: Define your site'.

Go to another website (specify URL below): Links the button to a web page which is not a part of your website. The exact URL of the site needs to be entered in the box provided below this option.

'Link opens in' drop-down menu: This is where the information will be displayed if the button is clicked. When a button on your website is clicked, a variety of things can happen. The 'Link opens in' menu determines where the information associated with the button will be displayed. You can choose to display the information in the default frame, the entire window or a new browser window, as described below:

- Default frame –When someone clicks on the button, they will still be able to see the design template that you chose in step three. The content of the page will be displayed inside of the design.
- Entire window – When someone clicks on the button, the content of the page will be displayed without the design template. In order to view the buttons and the header of your EasySiteWizard site, they will have to use the 'Back' button on their browser.
- New window – When someone clicks on the button, an additional browser window will open, and it will display the page without the design template. The EasySiteWizard window will still be open.

3. Select a page

This section is used to define what buttons are linked to which pages (see '2. Select an action' for more details). It is also used to let you rename your pages, add new ones and delete ones you don't want to have or use on your site.

To rename a page, select a page from the list and enter in the new name in the box provided at the bottom of the window. When you click on a different page in the list, it will display the new name you entered.

To create a new page, click on the button called 'New Page'. A page called 'new page' will appear in the list. Click on it and rename it as described above.

If you wish to delete a page from your site, select that page in the list and click 'Delete Page'. The page is removed from the list and its contents are deleted. In the case of an accidental deletion, it may be possible to recover the page using the File Restore utility.

Using SiteSparks™

SiteSparks™ are special plug-ins which allow you to easily add customizable, complex functions to your page without any webpage scripting knowledge.

To call up a list of available SiteSparks, click on the 'Insert' menu, and select 'SiteSparks'. A pop-up window will appear, providing you with a list of available SiteSparks. Clicking on an item in the list will bring up an explanation of what each SiteSpark is used for. When you have selected the SiteSpark you wish to use, click on 'Insert'. An icon will appear in the page editor at your insertion point, which represents the SiteSpark. To configure your SiteSpark, right-click on the icon and select 'Properties'. A pop-up window will appear. This window will display all customizable information (colors, font sizes, etc) available for the SiteSpark you have selected.

Using forms

Forms can be used for a number of interactive functions, such as running java scripts, sending information to a CSV (comma-separated value) file, or emailing information to a specified email address.

There are two types of forms which can be created in the Page Editor: A standard 'Contact us' form, and custom forms. Details on how to create each type of form are provided below:

To create a standard 'Contact Us' form:

1. Click on the 'Insert' menu.
2. Select 'Form' -> 'Contact us Form'
3. A default set of fields will appear at the location of your insertion point in the PageEditor.

To create a custom form:

1. Click on the 'Insert' menu.
2. Select 'Form' -> 'Blank Form'
3. A set of <FORM> </FORM> tags will appear at the location of your insertion point in the PageEditor.
4. Place your insertion point between the <FORM> and </FORM> tags. Press the

[Enter] key on your keyboard a couple of times to create some space between these tags.

5. Place your insertion point directly beneath the <FORM> tag.
6. Type in the text description you want for the form element you are about to insert (e.g. Full Name, Comments, etc.)
7. Click on the 'Insert' menu.
8. Select 'Form' -> 'Component' and select the form element you wish to insert. Hit the [enter] key on your keyboard once if you wish to add another form element.
9. Repeat steps 6-8 until all of your form elements are in place. Don't forget to include a submission button if you want data to be posted somewhere (e.g. to an email address.)

Now that you have your form elements set up, you need to customize and input additional data into the form elements, and select a submission target for your form. Details on performing these tasks are provided below:

Form elements

The following custom form elements are available. A brief description of how you might use each form element is also listed:

Form Element	Description
Submit Button	Used to send information to a defined target, such as an email address or a CSV file.
Reset Button	Clicking this button clears all user input from all form elements.
Button	A generic button which can be used to run Java scripts.
Radio Button	Radio buttons are used to present a short list of options or values. Only one radio button can be selected at a time; a previously selected button will be deselected if the user clicks on another radio button.
Checkbox	Displays a box which can be toggled on (checked) or off (unchecked).
Text Field (Single-line)	A text field which can hold one line of text.

Text Area (multi-line)	A text field which can hold multiple lines of text, e.g. for inputting comments.
Password Field	A single-line text box which records a user's keystrokes, but does not display those keystrokes on the screen.
Hidden Field	A text field which can contain or collect information which is not visible on the web site.
Pull-down menu	A menu which when clicked on contains a list of options. Only one item in the menu can be selected. This is similar to radio button usage, except the pull-down menu is a more efficient way to create and store longer lists of options.

Modifying form element properties

To customize and input data into your drop-down menus, change button names, etc., you must right-click on the form element you want to modify and select 'Properties.' Below is a list of all fields which can appear inside form elements, and what they are used for. **Please note:** Not every field listed below is available for each form element type.

Form Field	Purpose
NAME	The value in this field is the 'name' of the form element. This value is not displayed to people viewing your website.
ONCHANGE	You can enter in a short Java script, or a tag pointing to a .js file, which will be activated when the status of your form element has changed.
SIZE	Changes the width of your form element
OPTIONS	Used to create a list of available options in a drop-down menu form element.

VALUE	Used to define values for selected options in drop-down menus, radio buttons, etc. Changing the VALUE of a button changes the name which is displayed on the button.
ONCLICK	Similar to ONCHANGE, except scripts defined in this field are triggered when the form element has been clicked on.

Defining the submission target of a form

When you are done adding and customizing the values of your form elements, you need to define where the form will be submitted to when an end-user submits data through the form. To set this up, follow these steps:

1. Right-click on the <FORM> tag and select 'Properties.'
2. In the properties window which pops up, underneath 'what should happen when this form is submitted' click on the option you wish to use. Below is a list of your choices:
 - **E-mail results to:** Enter an email address to send form submissions to.
 - **Save results in a CSV file:** Enter in a filename to save form submissions in. The data will be stored in a CSV (comma-separated value) format. The filename has to end with **.csv**, and will be stored in the main directory of your website.
 - **Run a custom script:** You can select a CGI script (if any are present in your /cgi-bin/ directory) which will run when someone submits form data.
3. Click 'Ok'.

Publishing your website

To publish an EasySiteWizard site, click on the 'Publish' button on the EasySiteWizard toolbar.

If you are not ready to publish your EasySiteWizard website, but you would like to save your work, click on the 'File' menu in PageEditor and select 'Save Page'. Your settings will be saved so that you can make changes later, but nothing will be visible on the Internet.

If you recently registered your domain name, your website may not be immediately visible on the Internet. It may take 24-48 hours for DNS to propagate. During this time you will not be able to view your EasySiteWizard site using the link provided on this page. However, you can access your site before DNS propagation by clicking on the 'Preview' button, also located on the EasySiteWizard toolbar.

HTML tags

The meanings of some common HTML tags are shown below:

<HTML>

This tag tells the browser this file is an HTML document.

</HTML>

End of the HTML document.

Note: Approximately 99% of all HTML tags need to be added in pairs. Notice that a <HTML> tag is located at the very beginning and the very end of the document. There are only a handful of tags that do not need this 'pair' structure.

<HEAD>

Beginning of the header.

The header can contain other additional material that is not to be displayed on the page. These can be comments and meta-tags provide information to browsers and search spiders about the document.

</HEAD>

End of the header.

<TITLE>

This indicates the start of your page title, which is displayed in your browser's title bar.

</TITLE>

End of the title

<BODY BGCOLOR='FFFFFF'>

Tells the browser that the body of the document starts here, and that the background is white. For a list of hexadecimal colors, go to: <http://www.lynda.com/hexh.html>.

</BODY>

End of the body.

<CENTER> Centers the alignment of whatever is between this tag and **</CENTER>**

This tag inserts an image called 'clouds.jpg' and aligns it with the bottom of any nearby text. Alignment options include 'Middle,' 'Left' and 'Right'.

**
** A line break indicates that the line should end here.

Link Name

This links the text 'Link Name' to the URL in quotes (http://amazon.com). If you click on the words 'Link Name' in the browser, it will open the page at the URL.

support@yourcompany.com

This opens a browser's email client when people click on the text between the tags, so people can send you an email from your webpage. The 'TO:' field will contain the address specified in the first tag.

<HR> This inserts a Horizontal Rule, which is a horizontal line.

<H1>This is a Header**</H1>**

Headers can be created using tags **<H1>** through **<H6>**.

<H1> is the largest header.

<H3>This is a Medium Header**</H3>**

<P> This starts a new paragraph.

</P> This ends the paragraph.

**** Text between these tags will be bold text. ****

<I> Text between these tags will be italicized. **</I>**

Explanation of meta tags

Meta tags are used by search engines to help find your website. When you type a search topic on a search engine website, it uses a software program called a spider to search through the meta tags of websites in its list and find ones that match your search word.

Meta tags do not appear on your website, but are hidden in the HTML code. They are used by web browsers and other web reading software.

Example of a simple HTML page

Hypertext Markup Language (HTML) is the most common language used to create documents on the World Wide Web. HTML uses hundreds of different tags to define a layout for web pages. Most tags require an opening <tag> and a closing </tag>.

Example: On a webpage, this sentence would be in bold print.

Below is an example of a very simple page:



This is the code used to make the page:

```
<HTML>
<HEAD>
<TITLE>Your Title Here</TITLE>
</HEAD>
<BODY BGCOLOR='FFFFFF'>
<CENTER><IMG SRC='clouds.jpg' ALIGN='BOTTOM'> </CENTER>
<HR>
<a href='http://somegreatsite.com'>Link Name</a>
is a link to another nifty site
<H1>This is a Header</H1>
<H2>This is a Medium Header</H2>
Send me mail at <a href='mailto:support@yourcompany.com'>
```

support@yourcompany.com.

<P> This is a new paragraph!

<P> This is a new paragraph!

 <I>This is a new sentence without a paragraph break, in bold italics.</I>

<HR>

</BODY>

</HTML>